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Department of Forensic Science QUALITY MANUAL	Amendment Designator: A
	Effective Date: 1-February-2006
<div style="text-align: center;">3 ORGANIZATION AND MANAGEMENT</div> <p>3.1 Overview of Organization</p> <p>3.1.1 The Department is under the Governor's Secretary of Public Safety. The Department has four regional laboratories:</p> <ul style="list-style-type: none"> • Central Laboratory (Richmond) • Northern Laboratory (Fairfax) • Eastern Laboratory (Norfolk) • Western Laboratory (Roanoke) <p>3.1.2 Department management consists of the Department Director, Department Counsel, Deputy Director, Director of Technical Services, Quality Assurance and Safety Coordinator, Director of Administration and Finance, Human Resources Manager, and four Regional Laboratory Directors. Management defines the Department's policies, manages its fiscal and human resources, establishes legislative and budgetary initiatives, and coordinates the Department's programs statewide to assure uniformity and compliance with applicable policies and procedures in the operation of the laboratories.</p> <p>3.1.3 Each of the four laboratories has the following Sections (except the Northern Laboratory which does not have Questioned Documents or Trace Evidence):</p> <ul style="list-style-type: none"> • Controlled Substances • Firearms & Toolmarks • Forensic Biology • Forensic Toxicology • Latent Fingerprints • Questioned Documents • Trace Evidence <p>3.1.4 Each of these Sections is led by a Section Chief in the Division of Technical Services, which is located in the Central Laboratory. The Section Chief has statewide responsibility for the technical aspects of his/her respective area, including analytical procedures and protocols, the interpretation and reporting of analytical results, quality assurance, and resource and training needs, and is a member of the QA Team. Each Section at each of the four laboratories is supervised by a Supervisor. The Supervisors ensure that the Section's technical requirements are followed/met by its examiners and technical support personnel.</p> <p>3.1.5 Each laboratory also employs an administrative staff, a forensic photographer, and forensic evidence specialists.</p> <p>The Central Laboratory maintains a Photo Processing Unit that develops and prints crime scene and autopsy photographs for all agencies served by the Department. It also houses a Training Section which instructs law enforcement personnel in crime scene processing and evidence handling, and a Breath Alcohol Section which maintains and certifies breath alcohol instruments and trains and licenses instrument operators throughout the Commonwealth.</p> <p>3.2 Management Responsibilities</p> <p>3.2.1 Department Director</p> <ul style="list-style-type: none"> • Responsible for the operation of the Department <p>3.2.2 Deputy Director</p> <ul style="list-style-type: none"> • Responsible for the consistent day-to-day operation of the Forensic Laboratory System 	

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<ul style="list-style-type: none"> • Monitors budget and develops budget recommendations • Handles personnel actions • Provides oversight and guidance on capital outlay projects, renovations, automation and other special/major projects • Ensures compliance with Department and state policies and procedures • Provides oversight to the Forensic Science Academy for Virginia law enforcement officers • Monitors Department's compliance with accreditation standards • Develops proposals and applies for applicable state and federal grants • Maintains liaison with the criminal justice community, universities, government officials and the public concerning laboratory matters and forensic issues <p>3.2.3 Director of Technical Services</p> <ul style="list-style-type: none"> • Ensures that Section Training and Procedure Manuals are properly reviewed and maintained • Approves protocols and revisions • Establishes and implements audit processes and schedules • Manages the Department's review of the quality system • Serves as the ASCLD/LAB Delegate for the laboratory system • Provides technical training to, and coordination with, constituent groups • Develops position statements on technical issues for the Department Director • Represents the department in monitoring legislation and technical issues • Provides programmatic oversight of the Forensic Science Academy <p>3.2.3.1 Forensic Quality Assurance and Safety Coordinator (QAC)</p> <ul style="list-style-type: none"> • Chairs the Quality Assurance Team • Maintains quality records including Department manuals • Performs ongoing monitoring and regular audits of Department operations • Coordinates and/or conducts investigations of quality issues • Administers the proficiency testing program <p>3.2.4 Director of Administration and Finance</p> <ul style="list-style-type: none"> • Manages and provides strategic oversight and coordination to the Department • Establishes policies and procedures needed to accomplish Department goals • Ensures that fiscal operations are operated efficiently, effectively and within state auditing and operational guidelines • Provides oversight to agency grant management activities • Oversees agency computer service operations • Provides oversight and guidance on agency procurement policies • Provides management oversight of operations and maintenance of agency facilities <p>3.2.5 Regional Laboratory Director:</p> <ul style="list-style-type: none"> • Supervise personnel • Oversee the day-to-day operation of their regional laboratory • Ensure compliance with the Department and state policies and procedures and with accreditation standards • Review their laboratory's operations and recommend changes in staffing, equipment and facilities • Maintain liaison with criminal justice agencies located within their operational area 	

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<p>3.3 Department Organizational Chart</p> <p>See Appendix B. ► End</p>	